



State Upland Title Examiner
Engineering division: Title and Records Office
Recruitment # 2006-10-2493

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	Natural Resource Technician 3
Type of Position:	This is a non-permanent position expected to last 6-9 months.
Monthly Salary Range:	\$2468 – \$3128
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	October 30, 2006
Closing Date:	Open Until Filled
Location:	Olympia, WA

POSITION PROFILE

This position is part of a team that provides complex, technical state up-land ownership research, analysis, and interpretation for customers including DNR staff and the public. The position processes applications for use of uplands, creates and maintains the state land records, prepares record search reports for customers and answers state up-land ownership questions for customers of all types.

REQUIRED POSITION QUALIFICATIONS

- Two years of experience directly involved in land use activities (leasing, r/w, timber sales, etc.), land transaction, or land records.
- Knowledge of technical land title research and interpretation techniques.
- Ability to research and interpret land title documentation and other land records in all types and forms for state upland ownership and activity history.
- Ability to provide excellent customer service and sustain a level of high productivity.
- Ability to work as a team player and lead/train unskilled and semi-skilled aids and co-workers.

This level of knowledge and skill is typically achieved with:

- A Bachelor's degree with major study in land management or sciences, real estate, or records management. – OR –
- An Associate Degree with a major study in land management, science, real estate, or records management and two years of technical experience in land management.

DESIRED POSITION QUALIFICATIONS

- Knowledge of internal process for creating and maintaining state land records

- Knowledge/understanding of processes followed by customers and their program requirements.
- Knowledge of state records management laws and procedures.
- Knowledge and use of the following agency computer programs: PC with standard agency software package, fundamental GIS & Automated Tract Book (ATB), standard office equipment (phone, copy machine, fax).

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Position works in office environment in agency records office. Employee must be able stand for long periods of time, work in a dusty environment, handle paper, and be able to lift 45 pounds ±.
- The office hours of the title and Records Office are 8:00 a.m. to 4:30 p.m. Monday through Friday.
- Must be 18 years of age at the time of hire.
- Employee must possess a valid driver's license prior to using a state vehicle.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application www.dnr.wa.gov/jobs/stateapp.doc

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred	OR other method
dnrrecruiting@wadnr.gov	Meri Masters Department of Natural Resources PO BOX 47033 Olympia, WA 98504-7033

NOTE: Please indicate State Upland Title Examiner - Recruitment #2006-10-2493 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Rebecca S. Olsen at (360) 902-1560 or e-mail us at DNRrecruiting@wadnr.gov.

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